

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: February 24, 2003

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL USER ACCESS FORM

The RI-SAIL User Access Form has been amended. Please submit a separate access form for each new user.

You should also submit a separate form to make changes to privileges of an existing user. Indicate **ALL** privileges (including any previous privileges) that you want the user to have on the Access Form. Please circle the **NEW** privileges and/or locations. The latest form will supersede all previously submitted forms.

You should submit a separate form to delete a user who terminates employment with your agency. If a current user transfers from one state agency to another, the agency to which he/she transfers should submit a separate form for them as a **NEW** user, and the agency from which they transfer should submit a separate form to **DELETE** the user.

The updated Access Form is available on the Controller's website under "FORMS." Please download this form for your use.

Please contact Robert Bucci, System Administrator at 222-6406 (or e-mail him at RobertB@gw.doa.state.ri.us) with any questions concerning this subject matter.